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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Executive for Administration and Management      DATE: 19 July 1948

FROM : Chief, Services Branch

SUBJECT: AdM Operating Procedure No. 2

1. Reference is made to the attached memorandum dated 9 July 1948, subject, Project 00-33, from the Executive for I&S, attaching Administration and Management Operating Procedure Number 2, effective 1 July 1948.

2. The Chief, Services Branch concurs in the proposed operating procedure with the exception that the procedure outlined in paragraph 3, miscellaneous purchases for supplies and services, should be indicated as temporary.

3. The Services Branch is now in the process of

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Supply. When this has been accomplished, the use of unvouchered funds for the purchase of supplies and equipment or services in the field, should no longer be necessary.

4. It is, therefore, recommended that paragraph 3 indicate that within a very short time the authority contained therein will be eliminated and another procedure will be substituted.

5. I am not sure that I should be concerned with the contents of this memorandum relating to travel on unvouchered funds. However, since the Services Branch is concered with transportation of personnel, I wish to submit the following comments:

I believe that it should be recognized that travel by I&S investigators could be accomplished on vouchered funds by the issuance of blanket travel orders, and an advance of vouchered funds in an adequate amount to cover actual travel expenses. Unusual travel expenses of investigators could be met by use of a petty cash account. The only objection that

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I can see to this procedure is the fact that such employees would then be required to pay the amount of Federal tax, since the Government does pay the same cost for transportation over airlines or railroads as a private individual. However, this would be allowed as an item of cost, the same as in the case of using unvouchered funds. Nothing else is to be gained by the use of transportation requests to which there may be some objections for security reasons. This suggestion is made in order to avoid the possible criticism for the use of unvouchered funds for "administrative convenience".

6. The file referred to above is forwarded herewith.



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Attachment

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